

POLICY AND PROCEDURES DIRECTIVE

DATE ISSUED: June 30, 2016

SUBJECT: Cash Management

REFERENCE: WIOA 01-32

POLICY

The objective of the cash management procedure is to ensure that the timing of cash advances is as close as administratively feasible to actual cash disbursements.

Cash needs are estimated on a weekly basis by reviewing AP invoices, payroll time records, personnel benefits, and taxes due for the coming week. Cash balances are examined by grant/contract to capture any expenses in excess of cash drawn to date (or excessive cash, if any). The cash request is then timed to assure that funds are available a day before the issuance of checks for payment of the accounts payable, payroll, benefits and payroll taxes.

PROCEDURES

1. At least once a week, all invoices received are reviewed and tallied, payroll records are added up, estimates are made of benefits payable and payroll taxes are calculated to come up with the cash requirement for that week.
2. The cash status of each WIOA grant is updated based on expenditure to date for each of the WIOA accounts.
3. Estimate of cash requirements of each WIOA formula grant is entered on a cash request form with supporting documentation of expenditures, revenue and variance that provides justification for the cash draw. Cash request records are reviewed to ensure that sufficient funds are available for each of the grants being drawn on.
4. Once completed, a Daily Invoice Voucher (or Year End Invoice Voucher, when appropriate) form is emailed to ESD Grants Accounting.
5. For WIOA non-formula (contracts and National Emergency Grants), NWC will request cash on an A-19 Invoice Voucher, with supporting documentation according to Employment Security Department Policy that provides justification for each cash draw.
6. At the end of each month, a cash management analysis is prepared and submitted to ESD Specialized Accounting Office.

REFERENCES:

- Washington State WIOA POLICY 5205 Revision 2- Cash Depositories
- Public Law 113-128 (Workforce Innovation and Opportunity Act)
- 2 CFR 200.305 -- Payment